

State Agency Communication Request Form

As of January 1, 2010 the State of Indiana has changed its process in obtaining communication access (Interpreters, Communication Access Real Time (CART), and Video Remote Interpreting (VRI) services) for state jobs. Any state agency requesting Deaf and Hard of Hearing Services (DHHS) to approve payment for communication services must complete the following form and submit it by email (DHHSHelp@fssa.in.gov) at least two weeks in advance of the assignment. Failure for the advanced notice means we cannot guarantee that your request will be filled.

Communication Request	
Today's Date	Monday, March 21, 2011
Name of Requestor/Agency	/
Requestor Email Contact	
Requestor Phone Contact	() -
Deaf Participant's name	
Language Preference	<input type="checkbox"/> ASL <input type="checkbox"/> SEE <input type="checkbox"/> Oral <input type="checkbox"/> PSE <input type="checkbox"/> CART <input type="checkbox"/> VRI <input type="checkbox"/> Other - <input type="checkbox"/> UNKNOWN
Date of assignment	
Start Time	<input type="checkbox"/> AM <input type="checkbox"/> PM
End Time	<input type="checkbox"/> AM <input type="checkbox"/> PM
Type of Assignment	
Location of assignment	
Address	
City State Zip code	, IN
Please specify nature and details of the assignment	_____
DHHS's USE ONLY	
<input type="checkbox"/> ISP APPROVAL	Approver: _____ Date: _____

Upon approving your request, it will be forwarded to South Central Indiana Interpreting (SCII) Agency who is now the Coordinating Unit for state jobs. SCII will only accept request forms from DHHS staff. SCII will confirm the assignment with the state agency upon filling the job request. If you need to cancel this interpreter assignment, it must be cancelled 48 hours prior to the meeting time by sending an email to DHHSHelp@fssa.in.gov, failure to do so might result in your agency being charged for this late cancellation.

Please contact Deaf and Hard of Hearing Services, **1-800-973-2903** or email donald.tinsley@fssa.in.gov for assistance in acquiring an interpreter if you are not able to fill out the form.